
Appendix A

Guidance Notes¹

1.0 Broad Project Profile

Insert the following information:

- Project name, address and contact details. Also any information and contact details of parent organisation (if any);
- Board Description of project aims and objectives, including key target areas and populations;
- Any further brief information.

2.0 Project Profile in Details

Insert the following information:

Service Users

- Specifically targeted populations' e.g. South Asian Community, IV users etc.;
- Information regarding service user involvement and consultation;
- Information about service user complaint procedures and how information is advertised to service users.

Specific Service Description

- Details of services provided (e.g. complementary therapy, legal advice shops);
- Details of opening hours, numbers of available sessions in the day, details of drop-in / open access times;
- Details of other outside agencies / partnerships that work *within* service (e.g. CAMHS);

¹ Please note, this guidance is not exhaustive, any innovation / project details not covered should be added where appropriate by agency in section 6.0 Additionality.

- Details of any outreach sessions conducted, including address of sessions and numbers of staff covering each site and regularity of sessions (e.g. one off session held in local youth club Summer 2002, GP surgery every Wednesday afternoon).

Personnel

- Number of full time staff employed (full capacity) and brief descriptions of roles and responsibilities (include any specific remits held by individual workers e.g. women's worker);
- Number of sessional staff employed, list average hours worked per week and main areas of responsibility;
- Average number of volunteers employed by the agency, details of specific roles and average number of working hours (in total) per week;
- Details of role specific training completed by workers (e.g. Certificates in Counselling, Certificates in Auricular Acupuncture) including length of course.

Diversity Issues

- Details of disability access to project;
- Examples of any specifically designed times / spaces targeted at specific populations (e.g. Women only appointment times);
- Any specific project literature aimed at specific targeted groups (e.g. Lesbian, Gay and Bisexual Communities);
- Would you consider your service as being 'welcoming to all, irrespective of age, gender, ethnicity and sexuality)?
- Does your monitoring data contain information regarding:
 - Gender
 - Ethnicity
 - Culture
 - First Language
 - Religion
 - Sexuality
 - Disability
 - First part of post code data

- Age.

3.0 Referrals

Insert information regarding common referral routes include:

- Self referral (unassisted by other agency)
- Family / significant other referral
- Self referral (assisted by other agency)
- GP and other health (e.g. health visitor)
- Social Services
- Other (please state)

4.0 Interventions

List all interventions offered within service, include:

- Counselling and advice methodologies offered
- Interpretation
- Family and significant other work
- Types of complementary therapy
- Other details as necessary

5.0 Referral Process

Insert the following information:

- Include copy of any referral protocols, assessment, monitoring and evaluation forms. Samples of marketing literature (leaflets and posters);
- List how referrals can be made and any 'fast track' agreements held with other services (including brief explanation of the other service and rationale for fast tracking);
- Details of method of referral (e.g. telephone, fax, and letter).

6.0 Additionality

Insert the following information:

- Information regarding transitional processes and procedures;

- Any other information as relevant;
- Details of any research / evaluation projects.

7.0 Equal Opportunities

Insert the following information:

- Enclose copy of Equal Opportunities and details of process of agreement (has it been agreed through Management Committee, or part of a parent organisation e.g. Bradford Metropolitan District Council);
- Any other details on equal opportunities, in addition to information given in monitoring section.

Appendix B Additional Information

1.0 Monitoring Data

Please attached all monitoring data for 2002-2003

2.0 Financial Monitoring

- Bradford Social Services, acting on behalf of Bradford Drug and Alcohol Action Team is required to provide the following information on an annual basis. The Service Provider is required to specify total quarterly spend on:
 - Total Expenditure (1/4)
 - Personnel
 - Travel and subsistence
 - Premises
 - Running costs
 - Capital Expenditure
 - Monitoring and evaluation.

- Bradford Social Services, acting on behalf of Bradford Drug and Alcohol Action Team monies should be identified separately in your full annual accounts, audited, reported on by a reporting accountant in accordance with current legal requirements. Identifying Pooled Budget monies in your accounts is required as a measure of accountability for the use of public funds.

Outputs

- Details of any targets / agreed outputs to date, and information regarding by whom and through what agreement process targets were agreed

- 2003 – 2004 targets to be negotiated once service information has been received processed and gap in services identified, as per Joint Government Dept. Operational Outputs 2003. Note

this process will also recognise current achievements by services.

3.0 Capital Assets

- Details of resources owned by agency. For example:
 - Is the building owned by agency or rented, if so by whom and what is the approximate cost;
 - Estimated costs of technological assets owned by agency;
 - Estimated costs of other assets (including vehicles, etc but not personnel).
- Accurate detail is not necessary, just approximate amounts in order to give an overview of past capital spend and future updating costs.
- Any capital assets costing more than £2,500.00 purchased with an award from Bradford Drug and Alcohol Action Team (from April 2003) must not be sold or otherwise disposed of without the prior written consent of Bradford Drug and Alcohol Action Team.
- Any income from the sale of capital assets procured with an award from Bradford Drug and Alcohol Action Team (from April 2003) must be returned to the Partnership.
- Capital assets purchased by the Service Provider must be recorded by the Partnership.
- Other Conditions
- Any information, know how, system or process arising from or relating to a Project funded wholly or partly from this award shall be shared freely with the Home Office and the Children and Young Person's Unit and other agencies with responsibility for children's issues. The Service Provider in accepting this commission accepts that such systems, processes know how and information is not of a confidential character.
- We understand information and know how as referred to in 6.1 to include only information and know how pertaining to

methodology of service delivery or anonymised outcomes from consultation. It does include information relating to clients derived from sessions.

- Payments to the Service Provider are conditional on compliance with:
 - Data Protection Act 1998
 - Human Rights Act 1998
 - Sex Discrimination Act 1975
 - Race Relations Act 1976
 - Race Relations Amendment Act 2002
 - Disability Discriminations Act 1995
 - Misuse of Drugs Act 1976.
- The Service Provider is required to submit a sample signature of those officers authorised to act on behalf of the Service Provider in matters concerning Bradford Drug and Alcohol Action Team.